

**BY ORDER OF THE COMMANDER  
AIR COMBAT COMMAND**



**AIR COMBAT COMMAND  
INSTRUCTION 17-202, VOLUME 1**

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***Cyberspace***

***CYBERCREW TRAINING***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Department of the Air Force Policy Directive (DAFPD) 17-2, *Cyberspace Warfare Operations*. This publication establishes the Cybercrew Training Program (CTP) that supports Air Force (AF) objectives and provides guidance on how to structure and monitor a cyberspace-training program. This publication applies to all Air Combat Command, AF Reserve Command (AFRC), Air National Guard (ANG), and third-party governmental and contract support agencies in accordance with (IAW) appropriate provisions contained in memoranda, support agreements and AF contracts. Refer to weapon system volumes (e.g., Air Combat Command Manual (ACCMAN) 17-2ACDV1) for specific training program requirements unique to individual and cybercrew positions. This publication may be supplemented at any level, but all Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified by a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. Waiver authority for non-tiered paragraphs remains with Air Combat Command (ACC) Director of Operations (ACC/A3). Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor's commander for non-tiered compliance items. Submit suggested improvements to this instruction on AF Form 847, *Recommendation for Change of Publication*, through unit channels, to ACC Information Warfare Division (ACC/A3/2/6K), at [ACCA326K.CyberandNonKineticOperationsDivision@us.af.mil](mailto:ACCA326K.CyberandNonKineticOperationsDivision@us.af.mil). Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System Records Disposition Schedule (RDS). This publication requires the collection and or maintenance of information

protected by the Privacy Act of 1974, as amended, authorized by Air Force Instruction (AFI) 36-2608, *Military Personnel Records System*; departmental regulations; 37 USC, *Pay and Allowances of the Uniformed Services*; System of Records Notice (SORN) F011 AF AFMC B, *Patriot Excalibur (PEX) System Records* applies and is available at <https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-Component-Notices/Air-Force-Article-List/>; SORN OPM/GOVT-1, *General Personnel Records*, applies and is available at <https://dpcl.d.defense.gov/Privacy/SORNsIndex/Government-Wide-Notices.aspx>. Vigilance must be taken to protect Personally Identifiable Information when submitting or sending nominations, applications or other documents to Department of Defense (DoD) agencies through government internet, software applications, systems, e-mail, postal, faxing or scanning. Refer to the AFI33-332, *Air Force Privacy and Civil Liberties Program*, for additional guidance. Forms containing Personally Identifiable Information require Privacy Act Statements. Compliance with **Attachment 1** is not mandatory.

## SUMMARY OF CHANGES

Major changes include: The purpose of this rewrite is to remove references to lead command and change references to AF Form 4418, *Certificate of Cybercrew Qualification*; AF Form 4419, *Record of Training*; AF Form 4420, *Individual's Record of Duties and Qualifications* to Air Combat Command (ACC) Forms. This instruction will also serve as the prescribing publication for ACC Form 4419, *Record of Training*, and ACC Form 4420, *Individual's Record of Duties and Qualifications*.

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**1. General.** This instruction prescribes basic policy and guidance for training ACC cybercrews according to DAFPD 17-2.

**1.1. Program Goals.** The ACC Cybercrew Training Program (CTP) ensures all cybercrew members obtain and maintain the certification/qualification and proficiency needed to effectively perform their unit's mission. The objective of the CTP is to develop and maintain a high state of mission readiness for immediate and effective employment across the full range of military operations, while structuring each training mission to achieve optimum training experience.

1.1.1. This instruction applies to cybercrew members, defined as individuals who conduct cyberspace operations and are assigned to a specific cyberspace weapon system (CWS) and position, including those who are augmenting standard weapon system units. Specific cybercrew positions for a given CWS may be found in the applicable weapon system policy. This instruction also applies to members in formal training for immediate assignment to a CWS position.

1.1.2. Personnel who perform cyberspace support or intelligence, surveillance, and reconnaissance (ISR) functions do not fall under the purview of this publication except as pertains to cyberspace operations-related training.

## 1.2. Roles and Responsibilities.

### 1.2.1. ACC:

1.2.1.1. Develops and manages, in coordination with affected commands, the appropriate guidance to establish cybercrew training requirements and standards, regardless of mission designation and command of assignment. See AFI 16-1007, *Management of Air Force Operational Training Systems*, for information on training system management.

1.2.1.2. Hosts annual weapon system-specific training conferences to review all programs for currency, applicability, compliance, and effectiveness, and address issues in command-provided guidance documents as appropriate. Attendees should include training representatives from career field managers, user commands, formal schools, Numbered Air Force (NAF) training and Standardization and Evaluation (Stan/Eval) offices, and selected unit representatives. Submit formal training requirements to career field managers for incorporation in the Utilization and Training Workshop process as defined in AFI 36-2670, *Total Force Development*.

1.2.1.3. Determines total force cybercrew training requirements in coordination with using MAJCOMs across the Future Years Defense Program (FYDP). Forward requirements annually to Headquarters (HQ) ACC/A3/2/6K via the Program Requirements Document (PRD), for validation and inclusion in the Undergraduate and Graduate Program Guidance Letters (PGLs).

### 1.2.2. All MAJCOMs with assigned cybercrews in accordance with (IAW) [paragraph 1.1.1](#) and DAFPD 17-2:

1.2.2.1. Establish a cybercrew training branch on the respective MAJCOM staff responsible for the overall management of the command's cybercrew training program. (ANG is considered a MAJCOM for purposes of this publication.)

1.2.2.2. Maintain oversight of cybercrew training within its chain of command and for attached and gained units.

1.2.2.3. Convene conferences and working groups, as necessary, to review and improve training policies and procedures.

1.2.2.4. Send proposals for amending existing formal school course prerequisites and syllabi or deleting obsolete courses to the command responsible for the applicable training for approval.

1.2.3. All NAFs with assigned cybercrews IAW **paragraph 1.1.1**:

1.2.3.1. Establish a cybercrew training office responsible for the overall management of the cybercrew training program.

1.2.3.2. Maintain oversight of cybercrew training within its chain of command and for attached units and gained units.

1.2.3.3. Convene conferences and working groups, as necessary, to review and improve training policies and procedures.

1.2.3.4. Validate, approve, and provide guidance on the implementation and use of formal operations training Master Training Task Lists (MTTLs). NAFs will coordinate MTTLs with their respective MAJCOM.

1.2.4. Commands conducting training:

1.2.4.1. ACC, as the training command, provides formal and operations training for cybercrews as applicable.

1.2.4.2. Maintains quota allocation and management responsibilities.

1.2.4.3. Captures inputs from Air Staff, Air Force Personnel Center (AFPC), user MAJCOMs, and other users in the allocation of training quotas to fulfill maximum total force training requirements within programmed capacity.

1.2.4.4. Approves formal school courses and syllabi in coordination with other commands, program managers and Headquarters Air Force (HAF) as required.

1.2.4.5. Develops, updates, and maintains courseware and training syllabi to support Mission Essential Tasks (METs). Performs task and media analysis associated with cybercrew qualification training per AFI 36-2670, AFI 16-1007, and functions as the approving authority for these courses.

1.2.4.6. Outlines procedures for a Progress Review (PR) to be accomplished when a student fails to progress according to syllabus requirements.

1.2.5. Unit Training Organization:

1.2.5.1. Scope. For the purpose of this instruction, "unit" includes levels of organization under higher headquarters (HHQ) required to establish a training function. Most units are composed of cyber squadrons/detachments (henceforth in this publication, "squadron" will be used synonymously with "detachment").

1.2.5.2. Squadron Commander (SQ/CC). The commander is responsible for the implementation of the Cybercrew Training Program for their respective squadron. The commander:

1.2.5.2.1. Directs the conduct of the unit level training programs. **(T-3).**

1.2.5.2.2. Provides manpower to the unit training function to execute the duties directed by this publication and the applicable ACCMAN 17-2 Mission Design Series (MDS) Vol 1, *[MDS] Training*. **(T-3).**

1.2.5.2.3. Designates cybercrew instructors. **(T-3).**

1.2.5.3. Operations Training Flight. The operations training flight will be administered and implemented from the unit level with the Chief of Training reporting directly to the Director of Operations. The operations training flight will:

1.2.5.3.1. Be led by a Chief of Training.

1.2.5.3.2. Be staffed by at least one instructor per cybercrew position identified in ACCMAN 17-2(MDS) Vol 3, *[MDS] Operations and Procedures*. (T-3).

1.2.5.3.3. The Chief of Training and instructors will maintain Mission Ready (MR)/Combat Mission Ready (CMR) status on unit weapon system. (T-3).

1.2.5.3.4. Select instructors from the most suitable, highest qualified and most experienced personnel. Requisites for weapon system instructor upgrade will be outlined in the applicable ACCMAN 17-2(MDS) Vol 1. (T-3).

1.2.5.3.5. Establish procedures to implement MAJCOM-mandated training software, as required. (T-2).

1.2.5.3.6. Process and maintain approved training records and forms.

1.2.5.3.7. Establish procedures for review and quality control of training documentation. (T-3).

1.2.5.3.8. Develop and document the instructor-training program, designed to train and certify instructors on how to train cybercrew personnel correctly as part of their role in the Instructional Systems Development (ISD) process. Instructor training programs must be reviewed and approved by the appropriate operations support squadron (OSS) prior to implementation. (T-3). For units who do not have an OSS, complete approval through the supporting group commander or designated representative.

1.2.5.3.9. At least quarterly, advise unit leadership on unit cybercrew training status, requisite completion, initial qualification training (IQT)/mission qualification training (MQT) shortfalls, and missed suspense's.

1.2.5.4. Cybercrew Members. Each cybercrew member is responsible for monitoring and completing all training requirements.

## 2. Guidance and Procedures.

2.1. **Qualification Training.** This section defines cybercrew operational status and specifies minimum training requirements for IQT, MQT, upgrade/special mission training, difference qualification training, senior officer qualification training, and requalification training.

2.1.1. IQT. Training needed to qualify for basic cybercrew duties in an assigned crew position for a specific weapon system, without regard for the unit's operational mission.

2.1.1.1. Method. Unless otherwise specified in applicable weapon system guidance, the primary method of IQT is to attend and complete the appropriate formal training course(s) listed in the Education and Training Course Announcement (ETCA) system under United States Air Force (USAF) Formal Schools. ETCA may be reached via

the Air Force Portal. Completing the appropriate formal course(s) satisfies all IQT requirements.

2.1.1.2. In-Unit IQT. When formal course attendance is not practical or quotas are not available, units will request waivers to conduct in-unit IQT, using formal school courseware, if such courseware exists, as specified in the applicable weapon system provided guidance. **(T-2)**. Accomplish in-unit training IAW applicable formal school courseware and the following guidance:

2.1.1.3. Training tasks should be completed in the order specified in the syllabus; however, if mission scheduling or student progress dictates otherwise, the unit commander or designee may change the order.

2.1.1.4. Training syllabi establish a maximum time period between training events. Failure to accomplish training as scheduled requires documentation and corrective action.

2.1.1.5. With operations group commander (OG/CC) (or equivalent) approval, IQT requirements may be completed during operational missions under the supervision of an instructor qualified in the same crew position. May be delegated down to SQ/CC. Comply with restrictions in appropriate MAJCOM-provided guidance, weapon system volumes, and applicable operation orders (OPORD).

2.1.1.6. Cybercrew members participating in in-unit IQT are dedicated to that training, which takes priority over non-training related duties.

2.1.1.7. IQT Prerequisites. Units must ensure each cybercrew member complies with the appropriate formal course training prerequisites prescribed in the applicable syllabus, before entering qualification training. **(T-2)**.

2.1.2. MQT. The purpose of MQT is to qualify cybercrew members in assigned cybercrew positions to perform the command or unit mission. ACCMAN 17-2(MDS) Vol 1 prescribes minimum training requirements to qualify individuals in unit missions.

2.1.2.1. Method. MQT is comprised of training at the unit. Units determine MQT requirements IAW weapon system policy and guidance. Cybercrew members participating in MQT are dedicated to that training, which takes priority over non-training related duties.

2.1.2.2. MQT Prerequisites. Each cybercrew member must complete all applicable IQT requirements IAW [paragraph 2.1](#) before entering MQT. **(T-2)**.

2.1.2.3. For a single MDS with multiple mission certifications/qualifications available, document the various courses and governing instructions in each applicable ACCMAN 17-2(MDS) Vol 1. **(T-2)**.

2.1.2.4. MQT syllabi will establish a maximum time lapse between training events/tasks. Failure to accomplish training as scheduled will require documentation and corrective action. **(T-2)**.

2.1.2.5. Time Limits. Training time limitations for MQT completion are contained in applicable weapon system volumes. The member will begin MQT no later than 30 days (90 days for the Air Reserve Component (ARC)) after completing IQT and

reporting to duty station or unit. **(T-3).** With SQ/CC approval, MQT requirements may be completed during operational missions under the supervision of an instructor qualified/certified in that position.

**2.2. Upgrade/Special Mission Training.** With SQ/CC approval, upgrade and special certification/qualification training requirements may be completed during operational missions under the supervision of an instructor qualified/certified in that position. Comply with restrictions in appropriate ACCMAN 17-2(MDS) Vol 1, MAJCOM directives, and any applicable OPORD.

2.2.1. Upgrade training is given to operators upgrading from their current crew position to a different position within the same MDS. The upgrade position will require additional qualification criteria and must contain all of the requirements of the initial position. Tasks common to both positions do not need to be retrained if the knowledge and skills are duplicated. Continuation training requirements will only be levied against the upgrade position as it is utilized in place of the original position, however the operator can perform operations for either the original or upgraded position.

2.2.2. Special mission training is given to operators obtaining a second qualification or certification within the same MDS. The second qualification or certification has additional requirements that do not completely overlap with the initial qualification and require a baseline MR/CMR qualification to obtain. Continuation training requirements will be levied against both positions, if they are qualifications, as the second qualification is in addition to the initial qualification. A loss of qualification in the initial position will cause a loss of qualification in the second position.

**2.3. Difference Qualification Training.**

2.3.1. Difference qualification training is required for qualification when there is an upgrade/modification to the MDS the cybercrew is certified/qualified on. When the MAJCOM determines the differences between series are great enough, initial operator training is conducted by the program manager, which is integrated into unit training programs. This training may be included in IQT/MQT.

2.3.2. Difference qualification training requirements will be established in ACCMAN 17-2(MDS) Vol 1.

**2.4. Senior Officer Qualification Training.**

2.4.1. Qualification training requirements for senior officers (deputy group commander or higher) will be established in ACCMAN 17-2(MDS) Vol 1.

**2.5. Requalification Training (RQT).** Academic and positional training required to requalify to MR/CMR status. A cybercrew member is considered unqualified upon expiration of currency exceeding 6 months or expiration of his or her qualification evaluation, whichever occurs first. The duration of unqualified time is measured from the date the cybercrew member became unqualified until the retraining start date. An unqualified cybercrew member can requalify IAW the following:

2.5.1. Unqualified up to 6 months: Completion of training in all delinquent items (as applicable), additional training as directed by the certifying official (see [paragraph](#)



**2.6.4)** and a requalification evaluation IAW ACCI 17-202, *Cybercrew Standardization and Evaluation Program*, Volume 2 and ACCMAN 17-2(MDS) Vol 2.

2.5.2. Unqualified exceeding 6 months: Recompletion of IQT/MQT or appropriate RQT and a requalification evaluation IAW ACCI 17-202 Volume 2 and ACCMAN 17-2(MDS) Vol 2.

**2.6. Cybercrew Operational Status.** A cybercrew member may be assigned Basic Cyber Qualified (BCQ), Basic Mission Capable (BMC), or Mission Ready/Combat Mission Ready status.

2.6.1. BCQ. A cybercrew member who satisfactorily completed IQT. The crewmember will have BCQ status only until completion of MQT. BCQ crewmembers will not perform RCP-tasked events or missions without instructor supervision.

2.6.2. Basic Mission Capable. A cybercrew member who has satisfactorily completed IQT, MQT, and a full Stan/Eval evaluation, and maintains certification, currency and proficiency in the command or unit operational mission, is BMC. The cybercrew member must be able to attain Mission Ready (MR)/Combat Mission Ready (CMR) status to meet operational taskings as specified in the applicable weapon system volumes. **(T-2)**. Persons filling a BMC position must be able to meet CMR currency requirements within 30 days (90 days for ARC).

2.6.3. MR/CMR. A cybercrew member who has satisfactorily completed IQT and MQT, Stan/Eval evaluation, and maintains certification, currency and proficiency in the command or unit operational mission is MR/CMR.

2.6.4. Certifying Official's (first operational commander in the member's chain of command, or designee) certification as well as certification of completion of unit-designated crew force management requirements is required for a member to obtain BMC/MR/CMR status.

2.6.5. Once a certifying official (or designee) certifies an individual as MR/CMR or BMC, the individual maintains MR/CMR or BMC status based on Continuation Training (CT) requirements identified in **paragraph 3**.

**3. CT.** Training that provides crew members with the volume, frequency, and mix of training necessary to maintain proficiency in the assigned position and at the designated certification/qualification level. This training is identified within the respective MDS volumes and MAJCOM CT such as the Ready Cybercrew Program (RCP) Tasking Memorandum (RTM).

**3.1. Currency.** Currency requirements for BMC, MR/CMR cybercrew members are identified within the respective weapon system volumes.

3.1.1. RCP is the formal continuation-training program that provides the baseline for squadrons to use in developing a realistic training program to meet all tasked requirements. RCP defines the *minimum* required mix of annual missions, simulator missions, and training events crew members must accomplish to sustain mission readiness. These programs have clearly defined objectives and minimum standards that enhance mission accomplishment and safety. Specific RCP events/tasks and required frequency for MR/CMR and BMC are located in the applicable ACCMAN 17-2(MDS) and MAJCOM CT guidance such as a RTM. RCP task performance by



qualified/certified and current individuals does not require supervision by an instructor or evaluator.

3.1.2. RTM. This MAJCOM-issued memorandum provides the baseline for commanders to develop a realistic training program to meet all unit mission directive tasked requirements. These programs will have clearly defined objectives and goals that enhance mission accomplishment and safety. This memorandum takes precedence when there are discrepancies with ACCMAN 17-2(MDS) Vol 1.

3.2. **Recurrency Training.** A cybercrew member is considered not current upon loss of currency as specified in the applicable command provided guidance.

3.2.1. Loss of Currency up to 6 months. A cybercrew member must demonstrate proficiency with an instructor (or designated supervisor, when specified in the applicable ACCMAN 17-2(MDS) Vol 1 and/or specified MAJCOM CT guidance such as an RTM) in all delinquent items. **(T-3).**

3.2.2. Loss of Currency Exceeding 6 Months. ACCMAN 17-2(MDS) Vol 1 will establish which currency and proficiency items result in unqualified status requiring requalification according to [paragraph 2.5](#), and which currency and proficiency items do not result in unqualified status allowing recurrency to be regained according to [paragraph 3.2.1](#). **(T-3).**

3.3. **Proration of Training.**

3.3.1. When determining training requirements, prorate a cybercrew member not available for cyber duties (for example, Permanent Change of Station (PCS), non-mission Temporary Duty (TDY), or emergency leave).

3.3.2. Proration does not apply to individuals who are available for 15 days or less, who will not incur training requirements. For example, traditional reservists performing a weekend drill would not incur training requirements.

3.3.3. For individuals available for cyber duties for 16 days or more, requirements prorated are in direct proportion to the number of days of non-availability. Do not prorate for non-availability of 15 days or less.

3.3.4. For every 30 days of non-availability beyond 15 days, prorate training requirements one month. Additional proration guidance may be established in ACCMAN 17-2(MDS) Vol 1.

3.4. **Additional Training.** Any training recommended by the Stan/Eval Examiner to remedy deficiencies identified during an evaluation.

3.5. **Failure to Complete CT Requirements.**

3.5.1. Declare individuals non-mission ready (N-MR), non-combat mission ready (N-CMR), or non-basic mission capable (N-BMC) if they fail to complete periodic or CT requirements defined in ACCMAN 17-2(MDS) Vol 1 and RTM.

3.5.2. Units must ensure individuals who fail to accomplish minimum CT requirements and subsequently lose currency are in a supervised status as specified in ACCI 17-202 Vol 1, or weapon system volumes. **(T-2).**

3.5.3. Units will document decisions to suspend, retain, or downgrade a cybercrew member's status if the individual fails to meet the standards established by this ACCI, ACCI 17-202 Vol 2, or weapon system volumes, citing all which apply. (T-2).

#### 4. Instructor Training and Qualification.

4.1. **Requirements.** Instructors will complete appropriate training program, and qualification requirements, as specified in the appropriate weapon system volumes. (T-2). Instructor trainees will be observed and supervised by a qualified instructor. (T-2). Instructors will be current and certified in any task they instruct. (T-2).

4.1.1. Units will develop instructor upgrade syllabi to encompass, at a minimum:

4.1.1.1. Applicable equipment configuration and scheduling procedures (e.g., simulator and on-line equipment configuration, instruction scenario control procedures). (T-2).

4.1.1.2. Instructional Systems Development (ISD) process and procedures. (T-2).

4.1.1.3. Observance, at a minimum, of one certified instructor conducting academic training, in the simulator, on the ops floor, and in the field, as appropriate for the weapon system. (T-2).

4.1.1.4. Development, conduct, and administration of classroom training, simulator, ops floor, and field training as appropriate for the weapon system. (T-2).

**5. Cybercrews Operating on Non-US Air Force Weapon Systems and/or with Non-US Air Force Units.** Air Force cybercrews performing appropriate duties on non-US Air Force systems, or on duty with or attached to non-US Air Force units for cyber operations, are required to maintain training records in accordance with the standards established by the non-US Air Force units.

#### 6. Documentation.

6.1. **Requirements.** In all instances of documentation, use of electronic forms is authorized, to include use of electronic signatures and wholly electronic Individual Training Folders (ITF). In all instances, computer-generated forms must mirror AF Forms as published on the USAF E-Publishing web site as of the date of their use.

6.1.1. Each block of training is documented and maintained in the cybercrew member ITF.

6.1.2. Cybercrew member CT and additional training events are maintained in an ITF. Electronic format ITFs are authorized provided proper security measures, backup capability, and sustainment plans are in place.

6.1.3. Dispose of ITFs and other related material according to the RDS, and AF guidance concerning the protection of Personally Identifiable Information.

6.2. ACC Form 4419, *Record of Training*. Cybercrew member training events/tasks can be documented on the ACC Form 4419. Software applications capturing the same information are authorized provided they comply with ACCMAN 17-2(MDS) volumes.

6.3. ACC Form 4420, *Individual's Record of Duties and Qualifications*. The ACC Form 4420 is an index providing pertinent training information extracted from all the ACC Form

4419 accomplished by the cybercrew member. Software applications capturing the same information are authorized provided they comply with ACCMAN 17-2(MDS) volumes.

MARK H. SLOCUM, Maj Gen, USAF  
Director of Operations

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

5 U.S.C. § 552a, *The Privacy Act of 1974*, 31 December 1974  
37 U.S.C., *Pay and Allowances of the Uniformed Services*, 7 September 1962  
ACCI 17-202, Volume 2, *Cybercrew Standardization and Evaluation Program*, 12 January 2021  
AFI 16-1007, *Management of Air Force Operational Training Systems*, 1 October 2019  
AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020  
AFI 33-332, *Air Force and Civil Liberties Program*, 10 March 2020  
AFI 36-2670, *Total Force Development*, 25 June 2020  
DAFPD 17-2, *Cyberspace Warfare Operations*, 27 October 2020  
JP 3-12, *Cyberspace Operations*, 8 June 2018

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*  
ACC Form 4418, *Certificate of Cybercrew Qualification*

***Prescribed Forms***

ACC Form 4419, *Record of Training*  
ACC Form 4420, *Individual's Record of Duties and Qualifications*

***Abbreviations and Acronyms***

**AFPC**—Air Force Personnel Center  
**AFRC**—Air Force Reserve Command  
**ANG**—Air National Guard  
**ARC**—Air Reserve Component (AFRC and ANG)  
**BCQ**—Basic Cyber Qualified  
**BMC**—Basic Mission Capable  
**CMR**—Combat Mission Ready  
**CT**—Continuation Training  
**CTP**—Cybercrew Training Program  
**CWS**—Cyberspace Weapon System  
**ETCA**—Education and Training Course Announcement  
**FYDP**—Future Years Defense Program

**HAF**—Headquarters Air Force  
**HQ**—Headquarters  
**HHQ**—Higher Headquarters  
**IAW**—In Accordance With  
**ITF**—Individual Training Folder  
**IQT**—Initial Qualification Training  
**ISD**—Instructional Systems Development  
**ISR**—Intelligence, Surveillance, and Reconnaissance  
**MAJCOM**—Major Command  
**MDS**—Mission Design Series  
**MET**—Mission Essential Tasks  
**MQT**—Mission Qualification Training  
**MR**—Mission Ready  
**MTTL**—Master Training Task List  
**N-BMC**—Non-Basic Mission Capable  
**N-CMR**—Non-Combat Mission Ready  
**N-MR**—Non-Mission Ready  
**NAF**—Numbered Air Force  
**OG/CC**—Operations Group Commander  
**OPORD**—Operations Orders  
**OSS**—Operations Support Squadron  
**PCS**—Permanent Change of Station  
**PGL**—Program Guidance Letter  
**PR**—Progress Review  
**PRD**—Program Requirements Document  
**RDS**—Records Disposition Schedule  
**RCP**—Ready Cybercrew Program  
**RTM**—RCP Tasking Memorandum  
**SORN**—System of Records Notice  
**SQ/CC**—Squadron Commander  
**Stan/Eval**—Standardization and Evaluation  
**TDY**—Temporary Duty

**USAF**—United States Air Force

### *Terms*

**Basic Cyber Qualified**—A cybercrew member who satisfactorily completed IQT. The crewmember will have BCQ status only until completion of MQT. BCQ crewmembers will not perform RCP-tasked events or missions without instructor supervision.

**Basic Mission Capable**—A cybercrew member who has satisfactorily completed IQT, MQT, and a full Stan/Eval evaluation, and maintains certification, currency and proficiency in the command or unit operational mission, is BMC. The cybercrew member must be able to attain Mission Ready (MR)/Combat Mission Ready (CMR) status to meet operational taskings as specified in the applicable weapon system volumes. Persons filling a BMC position must be able to meet CMR currency requirements within 30 days (90 days for ARC).

**Certification**—Procedure used to document competency in a particular task as determined by a certifying official. Not interchangeable with “qualification”, which requires ACC Form 4418, *Certificate of Cybercrew Qualification*, documentation.

**Combat Mission Ready**—A cybercrew member who has satisfactorily completed IQT and MQT, Stan/Eval evaluation, and maintains certification, currency and proficiency in the command or unit operational mission is MR/CMR.

**Continuation Training**—Training which provides crew members with the volume, frequency, and mix of training necessary to maintain currency and proficiency in the assigned qualification level.

**Currency**—A measure of how frequently and/or recently a task is completed. Currency requirements should ensure the average cybercrew member maintains a minimum level of proficiency in a given event/task.

**Cybercrew Members**—Cybercrew members conduct cyberspace operations and are typically assigned to a specific weapon system.

**Cyber (adj.)**—Of or pertaining to the cyberspace environment, capabilities, plans, or operations.

**Cyberspace**—A global domain within the information environment consisting of the interdependent network of information technology infrastructures and resident data, including the Internet, telecommunications networks, computer systems, and embedded processors and controllers. (JP 1-02)

**Cyberspace Operations**—The employment of cyberspace capabilities where the primary purpose is to achieve objectives in or through cyberspace. (Joint Pub 3-12)

**Cyberspace Support**—Foundational, continuous or responsive operations in order to ensure information integrity and availability in, through, or from Air Force-controlled infrastructure and its interconnected analog and digital portion of the battlespace. (DAFPD 17-2)

**Initial Qualification Training (IQT)**—Weapon system-specific training designed to address system specific and/or positional specific training leading to declaration of BCQ as a prerequisite to Mission Qualification Training (MQT).

**Instructional System Development (ISD)**—Instructional system development is a deliberate and orderly, but flexible process for planning, developing, implementing, and managing



instructional systems. It ensures that personnel are taught in a cost-efficient way the knowledge, skills, and attitudes essential for successful job performance.

**Instructor**—An experienced cybercrew member qualified to instruct other crewmembers in mission area academics and positional duties.

**Master Training Task List (MTTL)**—Documentation of total training tasks developed for a prime mission system and its respective mission. It includes the entire spectrum of required training tasks for each functional area (operations, maintenance, and support). The MTTL provides the training task baseline for all acquisition, modification, support, management, and funding actions through comparison with predecessor or future prime mission systems. MTTLs establish a training requirements baseline and are necessary for Course Training Standard (CTS), Course Resource Estimate (CRE), and Course Training Plan development. See AFI 16-1007.

**Mission Ready**—A cybercrew member who has satisfactorily completed IQT and MQT, Stan/Eval evaluation, and maintains certification, currency and proficiency in the command or unit operational mission is MR/CMR.

**Mission Qualification Training (MQT)**—Following IQT, MQT is a formal training program used to qualify crewmembers in assigned crew positions to perform the unit mission. This training is required to achieve a basic level of competence in unit's primary tasked missions and is a prerequisite for MR/CMR or BMC declaration.

**Proficiency**—Demonstrates the ability to perform a task to the training and evaluation standards.

**Qualification Evaluation**—Qualifies a cybercrew member to perform the duties of a particular crew position in the specified MDS. Requires ACC Form 4418 documentation

**Requalification Training**—Academic and positional training required to requalify to MR/CMR status.

**Supervised Status**—The status of a cybercrew member who must perform mission under the supervision of either an instructor or a designated supervisor (as specified in the applicable ACCI 17-2(MDS) Vol 1) qualified in that specific cybercrew position. The examiner determines when supervision is required. The type of supervisor, i.e., instructor or designated supervisor, is as specified in the applicable ACCI 17-2(MDS) Vol 1, or as determined by the SQ/CC.

**Task**—An independent unit of work carefully selected to reflect mission needs. Tasks are parent to subtasks.

**Time Periods**—The following definitions are provided for interpretation of timing requirements specified in this instruction: (a) Day—Unless otherwise specified, "day" means calendar days. When "work days" are specified, count only duty days. Do not count scheduled unit "down" days as a duty day. (b) Month—The term "month" means calendar months, not 30-day periods.